

SITE PLAN APPROVAL IN THE CITY OF HAMILTON

What is Site Plan Approval?

Site Plan Approval is a type of development control, authorized under Section 40 of The Planning Act 1983, that is apart from the Zoning By-law. A person applying for site plan approval, will submit grading, site, landscape plans and building elevations to the Planning and Development Department for review. The Planning Department will make a recommendation to the Planning and Development Committee, who will decide if the plans should be approved. Once approved, then the applicant may apply for a building permit.

The Purpose of Site Plan Approval

The purpose of the Site Plan Approval process is to allow the City to review site design features, and co-ordinate the following:

- overall site design
- the impact of the proposal on surrounding land uses
- siting of buildings
- grading
- parking lot layout
- access
- building design; and
- landscaping

Once the applicant applies, the Planning Department will co-ordinate the processing of the application, through various City and Regional Departments. This way the Planning Department will be the applicant's one stop contact. The applicant will be advised by the Planning Department on the status of the proposal, and of any recommended changes or conditions, throughout the process. Site plan approval ensures the implementation of City requirements (e.g. street widenings, parking, drainage, etc.). It also helps to improve the quality and appearance of the development, and provides for the safe circulation of traffic.

Who is Affected?

Site Plan Approval generally applies to the following types of development:

- commercial
- prestige industrial
- multiple residential

However any property can be subject to Site Plan Control, if included in a special by-law. The applicant should check with the Planning Department and/or the Building Department to determine specifically whether a property is under such control.

*Single family and/or two family dwelling units are not affected by Site Plan Control unless specifically designated.

Where to Apply

Applications for Site Plan Approval are available in the Planning and Development Department, 7th Floor, City Hall, Hamilton, Ontario. The applicant must submit the completed application with the required plans and a fee for each new application and for revisions to an approved plan.

How Long Does it Take?

The time usually taken for processing an application is about six to eight weeks, depending on completeness and accuracy of the submitted plans and the application.

PROCESS

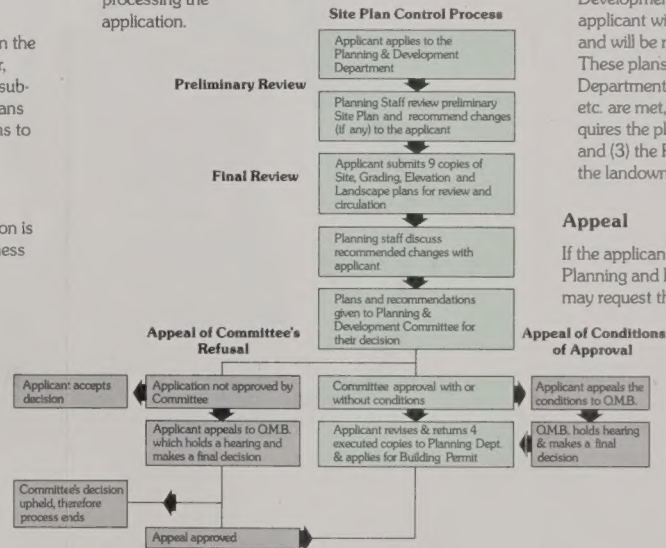
Preliminary Review

1. Site plan applications should be filled out and submitted along with:

- three copies of a preliminary site plan; and
- four copies of survey plan (by an Ontario Land Surveyor).

Details are attached with the application form which specifies the required information. Any additional information may be submitted which may assist in the review. The more complete the information is, the quicker the application can be dealt with.

2. The Planning Department will circulate to other Departments for review of the information obtained from the applicant, (e.g. to the Traffic Department). The preliminary site plan will provide the Planning Department with the basic information on the site design, such as lot and building layout, road and parking patterns, as set out in the instructions with the application form. The Planning Department will consult with the applicant, and may arrange a meeting to discuss any changes that may be required, and to offer advice which will help in processing the application.



Final Review

3. The applicant will submit nine sets of plans consisting of site, grading, elevations, and landscape plans, for circulation to a variety of City and Regional Departments for final review. The applicant will be consulted on comments and recommended changes (if any).
4. The plans along with a report by the Planning Department, containing the recommendations are presented to the Planning and Development Committee for consideration. The applicant is then notified of the date and time of the Planning and Development Committee meeting. The applicant is usually in attendance at this meeting.
5. The applicant will be advised of the Planning and Development Committee's decision. If approved, the applicant will be notified of any required revisions, and will be requested to return four executed plans. These plans will be given to (1) the Engineering Department to ensure that drainage requirements etc. are met, (2) the Building Department which requires the plans in order to issue a building permit, and (3) the Regional Planning Department and, (4) the landowner.

Appeal

If the applicant disagrees with the decision of the Planning and Development Committee, the applicant may request that the application be referred to the Ontario Municipal Board (OMB) for a hearing. This must be done by a written notice to the Secretary of the OMB, and to the Clerk of the City of Hamilton. The OMB's decision is final.

MORE INFORMATION MAY BE OBTAINED FROM:

Planning and Development Department
7th Floor, City Hall
71 Main Street West
Hamilton, Ontario L8N 3T4
Telephone: (416) 526-4221

OR:

Building Department
3rd Floor, City Hall
71 Main Street West
Hamilton, Ontario L8N 3T4
Telephone: (416) 526-2720

ADDRESS REFERRALS TO:

The Ontario Municipal Board
Mr. David G. Henderson
Secretary and Chief
Administration Officer
180 Dundas Street West
Toronto, Ontario M5G 1E5
Telephone: (416) 598-2266

The City Clerk's Department
Mr. E.A. Simpson
City Clerk
71 Main Street West
Hamilton, Ontario L8N 3T4
Telephone: (416) 526-2740

This brochure is intended for guidance purposes only. Procedures, fees and processing times may change without notice.

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STREET NAME

N

EXISTING TREE TO REMAIN

500

PROPOSED PLANTINGS

KEY

QUANTITY

LANDSCAPED BUFFER

FENCE (MAY REQUIRE VISUAL BARRIER)

A diagram of a horizontal metal sign. The sign is rectangular with a white background. It features a 'LOGO' on the left and a 'SIGN AREA' on the right. Above the sign, a label 'HORIZONTAL METAL SIGNING' points to the sign's structure. The sign is mounted on a dark grey base. Below the sign, there is a diamond-shaped decorative element with a circle inside, flanked by two rectangular panels with horizontal lines.

- CAZON HW Q60
85 S36
- URBAN/MUNICIPAL
- # Site Plan
- needed to give the public a general approval process. If identification may be obtained.

Plan

This brochure is intended to give the public a general description of the site plan approval process. It identifies who is affected, how approval may be obtained and what is required when applying.

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GOVERNMENT DOCUMENTS